

The recommended browser is Google Chrome



**Paying
Fees**

The City of San Antonio's BuildSA portal uses Accela CivicPay: A payment platform designed specifically for government.

- 1. Manage your payment reconciliation process and make and view payments in real time.**
- 2. Reduce manual payment processing and save time by making online payments from your device.**

06/2021

06/2021

The Pay Fees Tutorial covers:

- **Paying Fees on an Existing Record**
- **Paying Fees while creating a new application**

- **Paying Fees on an Existing Record**

1

Search...

Home Land Development Building Fire

2 Dashboard My Records My Account Advanced Search

Land Development

Building

Showing 1-10 of 81 | [Export results](#) | [Add to collection](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	09/24/2020	3	REP-MBR-APP20-35000750	Minor Building Repair Application	1901 ALAMO ST	1901 S ALAMO ST City of San Antonio, TX 78204		julius.caesar@gmail.com	Under Review	4 Pay Fees Due Amendment	
<input type="checkbox"/>	09/22/2020	COO-APP20-37600734	Certificate of Occupancy Application		13714 MONEY TREE LANE	13714 MONEY TREE LANE City of San Antonio, TX 78232		julius.caesar@gmail.com	Under Review	Amendment	

Locate the record you for which you want to pay fees. Scroll to the far right (shown). Click the Pay Fees Due link.

Login to your account.

From the Home Tab (#1), click My Records (#2).

Locate the record to pay fees (#3).

Click Pay Fees Due link (#4).

Search...

Q

Home

Land Development

Building

Fire

Search Applications

Create an Application

Application Fees

Fees	Qty.	Amount	
COM-PRJ-APP20-39802586 - Commercial Project Application			Pay Later
Base Fees			Pay Later
Surcharge Technological Improvement Fee (I) (Invoice #:56867)	1	\$0.03	
Plan Review Commercial Building New Fee (I) (Invoice #:56868)	1	\$1.00	
Surcharge Development Services Fee (I) (Invoice #:56868)	1	\$0.03	
Plan Review Commercial Building Existing Fee (I) (Invoice #:57161)	1	\$100.00	
Surcharge Development Services Fee (I) (Invoice #:57161)	1	\$3.00	
Surcharge Technological Improvement Fee (I) (Invoice #:57161)	1	\$3.00	
TOTAL FEES: \$107.06			

1

Continue Application »

The Application Fees page displays (shown). Notice the amount due (#1). Click Continue Application.

After clicking Pay Fees Due, the Application Fees page displays (shown).

Review Fees for accuracy.

Next, click Continue Application.

The screenshot shows a web application interface. At the top, there is a navigation bar with links: Home, Land Development, Building (highlighted), and Fire. Below this is a light blue bar with 'Search Applications' and 'Create an Application' links. A search box with 'Search...' is in the top right. The main content area starts with a message: 'Please select a payment method and then fill in all required information. The available payment methods are:'. Below this is a list: '•Credit Card', '•Bank Account', and '•Escrow Account'. A yellow arrow points from a callout box to this list. The callout box says 'Notice your payment options.' Below the list is a blue header 'Payment Options'. Under this header, it says 'Amount to be charged: \$107.06'. There are two radio button options: 'Pay with Credit Card or Bank Payment' (which is selected) and 'Pay with Escrow Account'. A yellow arrow points from a second callout box to the selected radio button. The second callout box says 'Click the radio button to the left of your payment selection. In our example, we have selected to pay with a credit card.' At the bottom left is a blue button labeled 'Submit Payment »'.

Search...

Home Land Development **Building** Fire

Search Applications Create an Application

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Escrow Account

Notice your payment options.

Payment Options

Amount to be charged: \$107.06

☒ Pay with Credit Card or Bank Payment
☐ Pay with Escrow Account

Click the radio button to the left of your payment selection. In our example, we have selected to pay with a credit card.


Submit Payment »

The Payment Options page displays (shown).

Click the radio button to the left of your payment selection (shown).

Next, click Submit Payment.

Welcome to the City of San Antonio

 **CITIZEN ACCESS**
for **SAN ANTONIO**

How would you like to make the payment?


☒ Credit Card ☐ Bank Payment

Payment Amount :

[Continue Payment >>](#) [Cancel](#)

City of San Antonio (c) Copyright 2018

Click radio button to the left of your payment selection option (shown). The amount that will be charged to the credit card displays (shown). Next, click Continue Payment.



CITY OF
SAN ANTONIO

Online Invoice Payments

Help

☒ Payment from credit card

Card Type: Master Card

Card Number: 5555555555554444

Expiry Date: 03 2022

After clicking Make Payment, please do not refresh the page or press the back button on your internet browser.

:

\$107.06

Total:

\$107.06

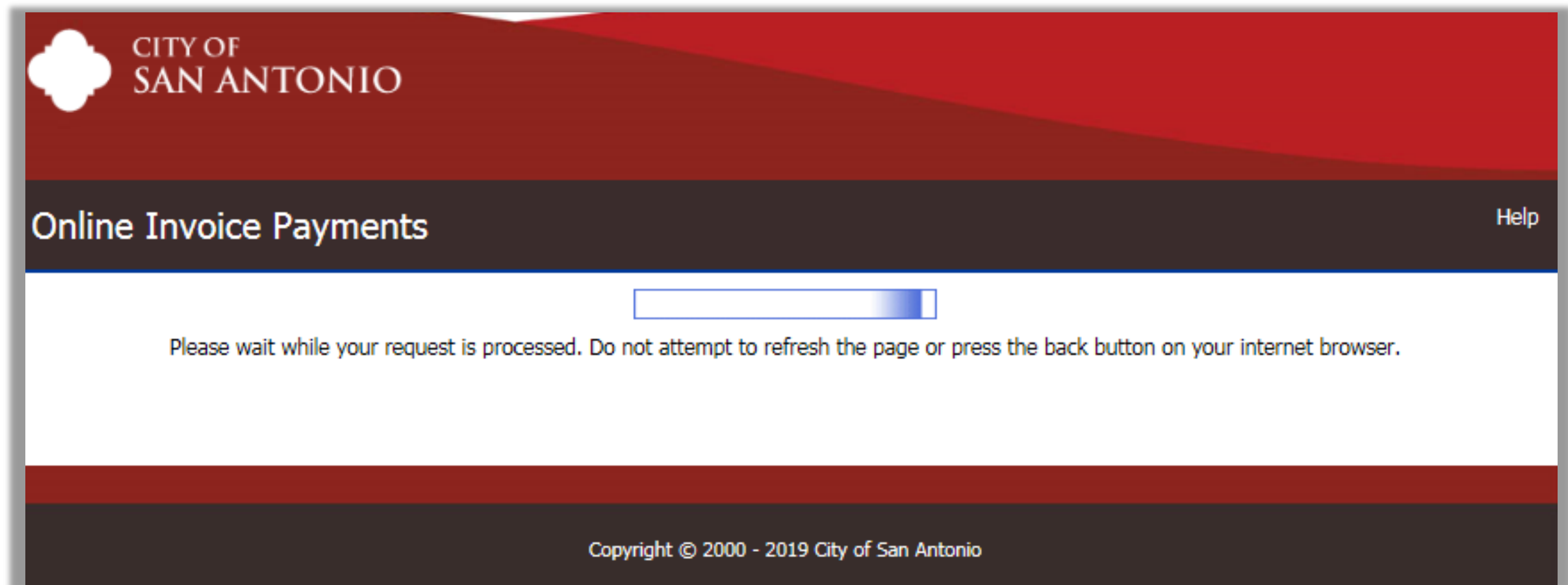
Complete Transaction

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****Note:
Development
Services
Department
does not
store credit
card
information.
Credit card
information
shown on this
example is
fictitious.***

Use drop-down menu arrows to select card type, card number and expiration date selection (#1).

Review for accuracy. Click Make Payment (#2).



CivicPay transaction page displays briefly (shown).

*** *Development Services Department does not retain credit card information.***

The screenshot shows the 'Building' section of the BuildSA website. At the top, there are navigation links: Home, Land Development, Building (selected), and Fire. Below these are links for 'Search Applications' and 'Create an Application'. The main heading is 'Record Issuance'. A green banner with a checkmark icon and a red circle with the number '1' contains the message: 'You have paid a fee associated to this Record. Please print your record confirmation and retain a copy for your records.' Below this, a thank you message states: 'Thank you for using our online services. Your Record Number is COM-PRJ-APP20-39802586.' A light blue box with an exclamation mark icon and a red circle with the number '2' contains a notice: 'A notice was added to this record on 09/02/2020. Condition: Notification Severity: Notice Total Conditions: 1 (Notice: 1, Met: 4)'. A link 'View additional details' is below the notice. Further down, a message states: 'You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.' A blue button labeled 'Print/View Receipt' is next to this message. Below this, a section titled 'To upload your digital plans, specifications, or other supporting documents for review, please click below:' contains a blue button labeled 'Upload Plans and Documents'. At the bottom, a message states: 'A licensed professional is now authorized to proceed with work at the designated location. Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.' A blue button labeled 'View Record Details »' is at the bottom.

Home Land Development **Building** Fire

Search Applications Create an Application

Record Issuance

1 You have paid a fee associated to this Record. Please print your record confirmation and retain a copy for your records.

Thank you for using our online services.
Your Record Number is COM-PRJ-APP20-39802586.

A notice was added to this record on 09/02/2020.
Condition: Notification Severity: Notice
Total Conditions: 1 (Notice: 1, Met: 4)

[View additional details](#)

2 You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Receipt](#)

To upload your digital plans, specifications, or other supporting documents for review, please click below:

[Upload Plans and Documents](#)

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#)

BuildSA displays a green banner message after fees are successfully paid (#1).

To print/view the receipt of payment, click the Print/View link (#2).

If the Print/View

Receipt link is

clicked, the

Receipt displays

(shown).

Click on the upper
right-hand corner

(shown) to print


or download a

copy of the

receipt.

1 / 1

ShowReport.aspx

 **City of San Antonio**
Development Services Department
1901 South Alamo Street
San Antonio, TX 78204
Telephone: 210.207.1111

Receipt No.: **26796**
Receipt Date: **09/25/2020**

To print receipt.

RECEIPT

RECORD & PAYER INFORMATION

Record ID: COM-PRJ-APP20-39802586
Record Name:
Record Type: Commercial Project Application
Property Address: 1901 s alamo
san antonio, TX
Payer: julius.caesar@gmail.com - julius.caesar@gmail.com
Applicant: Julius Caesar

PAYMENT DETAIL

Date	Payment Method	Reference	Cashier	Comments	Amount
09/25/2020	Card Payment	8379	PUBLICUSER1731		\$107.06

PAYMENT DETAIL

Date	Payment Method	Reference	Cashier	Comments	Amount
09/25/2020	Card Payment	8379	PUBLICUSER1731		\$107.06

FEE DETAIL

Fee Description	Invoice #	Quantity	Fee Amount	Current Paid
Plan Review Commercial Building Existing Fee	57161	1.00	\$100.00	\$100.00
Plan Review Commercial Building New Fee	56868	1.00	\$1.00	\$1.00
Surcharge Development Services Fee	56868	1.00	\$0.03	\$0.03
Surcharge Development Services Fee	57161	1.00	\$3.00	\$3.00
Surcharge Technological Improvement Fee	56867	1.00	\$0.03	\$0.03
Surcharge Technological Improvement Fee	57161	1.00	\$3.00	\$3.00
			\$107.06	\$107.06

1

Home

Land Development

Building

Fire

2

Dashboard

My Records

My Account

Advanced Search

Land Development

Building

Showing 1-10 of 81 | [Export results](#) | [Add to collection](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	09/24/2020	REP-MBR-APP20-39802586	Minor Building		1901 ALAMO	1901 S ALAMO ST City of San Antonio, TX		julius.caesar@gmail.com	Under Review	Pay Fees Due	
<input type="checkbox"/>	09/10/2020	SIG-PMT-REN20-39802586	Sign Permit Renewal Application		CANDIDA	City of San Antonio, TX 78232		yashashrib	Fees Due	Pay Fees Due	
<input type="checkbox"/>	08/25/2020	COM-PRJ-APP20-39802586	Commercial Project Application			1901 s alamo san antonio, TX		julius.caesar@gmail.com	Under Review	Upload Plans Amendment	

3

4

To further verify payment, click the Home Tab (#1). Click My Records (#2). Locate the record (#3). Scroll to the far right. Notice the Pay Fees Due link does not display.

- **Paying Fees on a new application**

**In the example shown,
the application process
is progressed to Step 7:
Validate Fees step.**

**At Step 7 of the
application process,
review all fees and if
needed, make
necessary edits to the
Qty column, if the
option displays for the
record-type you are
creating.**

The screenshot displays the 'MEP Trade Permits Application' interface. At the top, there are navigation tabs: 'Home', 'Land Development', 'Building' (which is active), and 'Fire'. Below these are links for 'Search Applications' and 'Create an Application'. A progress bar shows eight steps: 1, 2, 3, 4 (Application Information), 5 (Acknowledgem...), 6 (Review), 7 (Validate Fees), and 8 (Record Issuance). Step 7 is highlighted in yellow, and an orange arrow points down to it from above. Another orange arrow points left to the 'Step 7: Validate Fees' heading. Below the heading is a table titled 'Application Fees'.

Fees	Qty.	Amount
No Fee	<input type="text" value="0"/>	\$0.00
Mechanical - Permit Base Fee (I)	1	\$50.00
Air Handler Systems Fee (I)	<input type="text" value="0"/>	\$0.00
Coil Cooling Fee (I)	<input type="text" value="0"/>	\$0.00
Condensing Units Fee (I)	<input type="text" value="0"/>	\$0.00
Dryer Ducts (r) Fee (I)	<input type="text" value="0"/>	\$0.00
Duct Outlets Fee (I)	<input type="text" value="0"/>	\$0.00
Electric Furnaces Fee (I)	<input type="text" value="0"/>	\$0.00
Electric Heat Strips Fee (I)	<input type="text" value="0"/>	\$0.00
Electric Unit Heaters Fee (I)	<input type="text" value="0"/>	\$0.00
Evaporative Coolers Fee (I)	<input type="text" value="0"/>	\$0.00
Evaporators Fee (I)	<input type="text" value="0"/>	\$0.00

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If the amounts in the Qty column are edited, please click the Recalculate tab (#1).

Next, click Continue Application (#2).

Home Land Development **Building** Fire

Search Applications Create an Application

MEP Trade Permits Application

1 2 3 4 Application Information 5 Acknowledgem... 6 Review 7 Validate Fees 8 Record Issuance

Step 7: Validate Fees

Application Fees

Fees	Qty.	Amount
No Fee	0	\$0.00
Mechanical - Permit Base Fee (I)	1	\$50.00
Air Handler Systems Fee (I)	0	\$0.00
Type I Range Hood (Grease) Fee (I)	0	\$0.00
Ventilation/Energy Recovery Unit Fans Fee (I)	0	\$0.00
Wall Mounted Units Fee (I)	0	\$0.00
Surcharge - Development Services Fee (I)	1	\$1.50
Surcharge - Technological Improvement Fee (I)	1	\$1.50

TOTAL FEES: \$53.00

1 Recalculate

2 Continue Application »

Search...

Home Land Development **Building** Fire

Search Applications Create an Application

MEP Trade Permits Application

1 2 3 4 Application Information 5 Acknowledgem... 6 Review 7 Validate Fees 8 Record Issuance

Step 7: Validate Fees

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Escrow Account

* indicates a required field

Payment Options

Amount to be charged: \$53.00

☒ Pay with Credit Card or Bank Payment
☐ Pay with Escrow Account

Submit Payment »

Notice the payment options.

In this example, we've selected credit card. There is also the option to pay with an electronic check or an Escrow Account.

The Payment Options page displays.

Select Payment type.

Click Submit Payment.



**CITIZEN ACCESS
for SAN ANTONIO**

Welcome to the City of San Antonio

How would you like to make the payment?

☒ Credit Card ☐ Bank Payment

Payment Amount :

\$53.00


After selecting a payment option, the Payment Amount displays.

Continue Payment >>

Cancel

City of San Antonio (c) Copyright 2018

Click radio button to the left of your payment selection option.
Next, click Continue Payment.

CITY OF
SAN ANTONIO

The credit card information used
as an example is fictitious.

Online Invoice Payments

Help

☒ Payment from credit card

Use the drop-down menu to
select a credit card type.

Card Type: Master Card ▼

Card Number: 5555555555554444|

Expiry Date: 03 ▼ 2022 ▼

After clicking Make Payment, please do not refresh the page or press the back button on your internet browser.

:

\$53.00

Total:

\$53.00

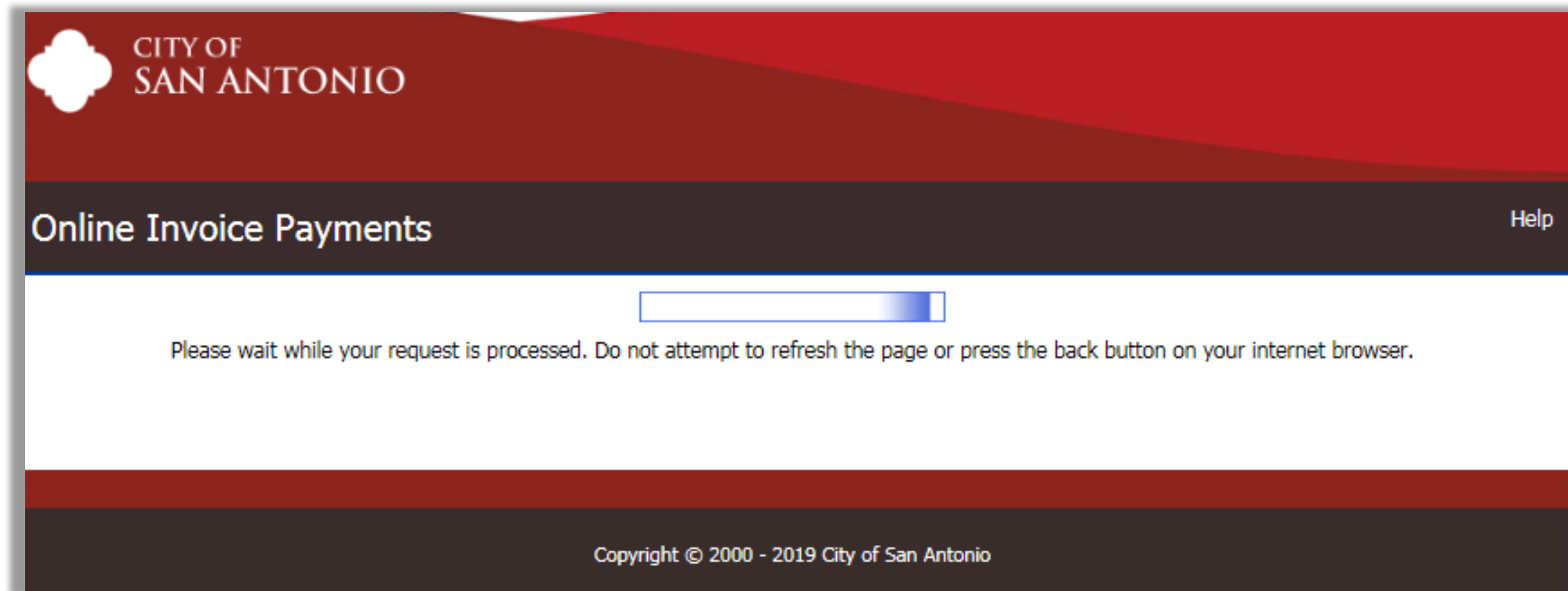
1

Complete Transaction

The Payment from credit card page displays. Use the drop-down menu arrow to select a credit card type (shown).

Type Card Number information (shown).

Click Complete Transaction (#1).



CivicPay transaction page displays briefly (shown).

The screenshot shows the 'Building' section of the BuildSA website. At the top, there are navigation links: Home, Land Development, Building (highlighted), and Fire. Below these are links for 'Search Applications' and 'Create an Application'. The main heading is 'Record Issuance'. A green banner with a checkmark icon and a red circle containing the number '1' contains the text: 'You have paid a fee associated to this Record. Please print your record confirmation and retain a copy for your records.' Below this, a message says 'Thank you for using our online services. Your Record Number is COM-PRJ-APP20-39802586.' A light blue box with an exclamation mark icon and a red circle containing the number '2' contains a notice: 'A notice was added to this record on 09/02/2020. Condition: Notification Severity: Notice Total Conditions: 1 (Notice: 1, Met: 4)'. Below the notice is a link 'View additional details'. Further down, a message states: 'You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.' Below this is a blue button labeled 'Print/View Receipt'. Another message says: 'To upload your digital plans, specifications, or other supporting documents for review, please click below:' followed by a blue button 'Upload Plans and Documents'. Below that, a message states: 'A licensed professional is now authorized to proceed with work at the designated location.' Another message says: 'Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.' At the bottom is a blue button 'View Record Details »'.

Home Land Development **Building** Fire

Search Applications Create an Application

Record Issuance

1 ✓ You have paid a fee associated to this Record. Please print your record confirmation and retain a copy for your records.

Thank you for using our online services.
Your Record Number is COM-PRJ-APP20-39802586.

2 ! A notice was added to this record on 09/02/2020.
Condition: Notification Severity: Notice
Total Conditions: 1 (Notice: 1, Met: 4)

[View additional details](#)

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Receipt](#)

To upload your digital plans, specifications, or other supporting documents for review, please click below:

[Upload Plans and Documents](#)


A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#)

BuildSA displays a green banner message after fees are successfully paid (#1).

To print/view the receipt of payment, click the Print/View link (#2).



**With any questions about payment of fees,
using a credit card or electronic bank payment
or accessing your escrow account to pay any
record fees, please contact the Development
Services Department Customer Call Center, M-F,
7:45am to 4:30pm (210) 207-1111. Or, email
[Customer Call Center](#)**

This concludes the Paying Fees tutorial.



**Paying
Fees**